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University of Montana

Office of University Relations • Missoula, Montana 59812 • (406) 243-2522

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Great Falls +

MEDIA RELEASE

"INCREASING PRODUCTIVITY THROUGH IMPROVED MANAGERIAL SKILLS"
WORKSHOP OFFERED BY UM CENTER FOR CONTINUING EDUCATION

MISSOULA--

A workshop on "Increasing Productivity Through Improved Managerial Skills" will be offered by the University of Montana Center for Continuing Education on Thursday, April 22, at the Sheraton Inn, 400 10th Ave. South, Great Falls. Cost of the workshop is \$95. The program will run from 8:30 a.m. to 4 p.m. with a break for lunch.

The program complies with the continuing education standards set by the National Association of State Boards of Accountancy. Approval for continuing education units has been requested from the State Board of Nursing Home Administrators.

Requests for continuing education units for other professional groups or for registration information should be addressed to the UM Center for Continuing Education, 125 Main Hall, Missoula 59812 (telephone 243-2900). Enrollment is limited and registration is requested by April 8.

The workshop will focus on the essential management skills of decision making and delegation. Participants will analyze their current practices, learn new techniques and develop a working knowledge of delegation and decision-making that will help achieve organizational and personal objectives. An opportunity will be provided for personal assistance from the instructor.

In addition, workshop participants will learn how to understand the difference between working and managing; cultivate a managerial outlook and approach; analyze how, when and why to make a decision; retain control over the work delegated; motivate themselves and others; make wiser decisions and solve problems by following a comprehensive decision-making procedure; follow

Increasing Productivity (Great Falls)---add one

the do's and don'ts of delegation; develop executive skills.

The program is designed for public and private employers, administrators, business managers, supervisory personnel, managing directors, personnel directors, department heads and other leaders.

Maureen Ullrich, UM professor of management, will be the instructor. She teaches primarily in the areas of organizational behavior, human relations and personnel psychology. She has brought her general management and supervisory expertise to numerous public and private organizations in Montana and throughout the western United States.

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